

## **PROCEDURE FOR GETTING APPROVAL AND FILLING OUT MATERIAL CERTIFICATION FORMS**

*Blank forms are located on Garrison webpage accessible from the AMCOM webpage for the Customer to sign and partially fill out. Forms are also located on the DES folder (O:\Enviromgmt\DES\Compliance\Solid Waste\Landfill Forms).*

### **STEP 1.**

Customer brings in signed and partially filled in form. Find out what the material is, and check it against the “Type of C&D Waste” that is allowable in the Redstone landfill. If material is a recyclable (i.e., concrete, asphalt, or trees), denote that under “Type of Recyclable” on the form. Be sure proponent has filled out the “project description”, “point of origin”, “proponent POC”; and signed the “Project Description” block. Proponents should all represent the Army or be contractors in support of the Army. All other customers should be NASA or its contactors, and should contact Farley Davis at 544-6935 for Marshall Space Flight Center procedures.

### **STEP 2.**

If the material is not listed under “Type of C&D Waste” on the form, determine if the material is a hazardous waste by reviewing accompanying analytical data (e.g., TCLP sample analyses), the MSDS, or generator knowledge. Compare the analytical data against the regulatory level listed in 40 CFR 261.24 Table 1. If above the published level of the particular material, it cannot be disposed in the Redstone landfill. Customer needs to contact DES-IC [Diane West (2-2843), Linda Smith (6-6492), or Ty Roberts (5-8230)] for disposal guidance. If below the regulatory limit, attach the analytical data to the Material Certification; and material may be disposed in the Redstone landfill. Material not listed on Table 1 and the MSDS identifies it as “inert” or not dangerous to human health--it may be disposed in the Redstone landfill. Material may not be disposed in the Redstone landfill in combination with generator knowledge and MSDS without the analytical data and/or permission from DES-IC. All characterizing documents must be attached and remain with the Material Certification form. The Waste Profile Number is required on the form if material is an approved ADEM Special Waste. After this determination is made, **PROCEED TO STEP 3 TO DETERMINE IF MATERIAL IS CERCLA WASTE.**

### **STEP 3.**

Determine if material generation point of origin is inside or outside of a CERCLA site box using Garrison Regulation 200-7. Regulation is in the DES-IR library and on the Garrison webpage. If inside the box, inform the proponent that a “CERCLA check list” must be completed on the activity or project. Send them to Salee Sloan (2-0314) to request a “CERCLA checklist” determination be processed by DES-IR. Inform the customer that the load cannot be taken the Redstone landfill until DES-IR [Troy Pitts (2-2836 or John Blandamer (6-2129)] has cleared the activity or project free of CERCLA

waste. This process could take up to three days. **IF OUTSIDE THE BOX, GO TO STEP 4, BELOW.**

#### **STEP 4.**

Determine if building or construction site is on the CERCLA demolition list by checking to find if the building has already been cleared by DES-IR by looking at the column entitled: "IRP Approval Required for Bldg. Interior Work". **IF THE ANSWER IS "NO", GO TO STEP 3. IF "YES", GO TO STEP 5—THE CERCLA CLEARANCE IS NOW COMPLETE.**

#### **STEP 5.**

Check the block as "CERTIFIED by DES-IR" under the "Waste Certification" section of the form. Write "04-0043" on the "*Checklist #IC*" line in the "Tracking Number" block. Authorized persons with DES-IC (e.g., Ken Hewitt, Dan Seaver, Craig Northridge, or Diane West) sign the "Material Certification" block on the signature line; check the DES-IC; and print the signatory's name, phone number, and date of signature.

#### **STEP 6.**

Go to O:\Enviromgmt\DES\Compliance\Solid Waste\Material Tracking\certificationtracking.xls. Decide if the project or activity is construction (C), demolition (D), maintenance (M), grounds (G), or other (O) and assign the appropriate consecutive number on this spreadsheet under the appropriate project or activity alpha code—that is C, D, M, G, or O. Write this number on the Material Certification form. Keep the original and give a copy to the proponent.

#### **STEP 7.**

Issue the Delivery Ticket to the proponent with instructions to write the respective Material Certification number on the Delivery Ticket; and that the certification is good for one FY for unlimited trips to the landfill. The Delivery Ticket information must reflect the information approved on the respective Material Certification. The truck driver will finish filling out the requested information on the Delivery Ticket.

#### **STEP 8.**

Immediately fax the completed Material Certification form to Vickey Thompson at the landfill at 313-3612. If the fax is not working, phone the Landfill Control Building at 876-4199 to instruct the landfill operator that this material is being delivered—and send the form to the Landfill Control Building (5647). The landfill operator will compare the Delivery Ticket being carried by the truck driver with the Material Certification; weigh the vehicle; and inspect the load to be sure that the Delivery Ticket matches an approved C&D waste in the load. The truck driver will sign and date it at the time of disposal.